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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2014-007]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration

(NARA)

ACTION: Notice of availability of proposed records
schedules; request for comments

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. § 3303a(a).

DATES: Requests for copies must be received in writing on or before [insert date 30 days from publication in the Federal Register]. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepares appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park,
MD 20740-6001

E-mail: request.schedule@nara.gov

FAX: 301-837-3698

Requesters must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and must provide a mailing address. Those who desire appraisal reports should so indicate in their request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins,
Director, Records Management Services (ACNR), National
Archives and Records Administration, 8601 Adelphi Road,

College Park, MD 20740-6001. Telephone: 301-837-1799. E-mail: request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA's approval. These schedules provide for the timely transfer into the National Archives of historically valuable records and authorize the disposal of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless specified otherwise. An item in a schedule is media neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the government and of private people directly affected by the government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it, too, includes information about the records. Further information about the disposition process is available on request.

SCHEDULES PENDING:

1. Department of Health and Human Services, Agency-wide (DAA-0468-2013-0009, 4 items, 2 temporary items). Routine and working files of high-level officials. Proposed for permanent retention are official files and briefing books of high-level officials.

2. Department of Health and Human Services, Administration for Children and Families (DAA-0292-2012-0001, 6 items, 6 temporary items). Children's Bureau records including child and family services plans, child and family services reviews, and eligibility review reports.

3. Department of Health and Human Services, Office of the Secretary (DAA-0468-2013-0010, 3 items, 1 temporary item). Final audit reports and audit working papers. Proposed for permanent retention are significant final audit reports.

4. Department of Homeland Security, Transportation Security Administration (N1-560-12-12, 5 items, 5 temporary items). Working papers, reports, and referrals of a passenger security program.

5. Department of the Interior, Bureau of Land Management (DAA-0049-2013-0002, 2 items, 1 temporary item).

Production accountability review records for oil and gas leases on public lands. Proposed for permanent retention are production accountability review records for Indian Trust lands.

6. Department of Justice, United States Marshals Service (DAA-0527-2013-0021, 1 item, 1 temporary item). Identity records created for witnesses or potential witnesses for the Federal or state government in criminal proceedings.

7. Department of State, Bureau of Diplomatic Security (DAA-0059-2012-0002, 7 items, 5 temporary items). Records of the Public Affairs Office including subject files, publications, newsletters, and presentations. Proposed for permanent retention are photographs and historical publications.

8. Department of State, Bureau of International Narcotics and Law Enforcement (DAA-0059-2013-0003, 6 items, 2 temporary items). Audit and project files of the Office of Iraq Programs. Proposed for permanent retention are program files and significant project files.

9. Department of the Treasury, Office of the Chief Information Officer (DAA-0056-2012-0002, 4 items, 4 temporary items). Master files and system documentation of an electronic information system used to track information

systems within the Department. Records also include program development and reporting records.

Dated: December 4, 2013

Paul M. Wester, Jr.

Chief Records Officer for the U.S. Government

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